

Portage County Board of Building Appeals

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Ted Manfrass
Chairman

Jeff Coffee
Vice-Chairman

Michelle Conner
Secretary

Meeting Minutes:

Date: February 14, 2018

Place: Portage County Administration Building
3rd Floor, Room 303

Time: 9:00AM

Attended by:

Board Members:

Ted Manfrass	Architect
Jeff Coffee	Fire Safety Inspector
Hal Stamm	Homeowner
Robert Blunk	Homeowner-Alternate

Others Present:

Charles Corcoran	Chief Building Official
Michelle Conner	Secretary
Chris Meduri	Prosecutor's Office

Chairman called the meeting to order.

Roll call was taken and a Quorum was present.

Old Business:

Jeff Coffee moved to approve the meeting minutes from December 13, 2017.

Hal Stamm seconded. Minutes were approved. Variance form discussion will follow the appeal hearing.

New Business:

Board of Building Appeals Case #18-145, David Dunn, 10738 Youngstown Avenue, Deerfield. The owner is asking to construct an accessory structure on property without a residence on it.

Chairman stated to the board that the appeal was scheduled as a result of a decision made by Charles Corcoran. The Chairman asked if the proper announcement had been made, the Secretary confirmed. Those who would be testifying were sworn in by Secretary, Michelle Conner. The Chairman went over the criteria required to obtain a variance. Charles Corcoran was called upon to testify in regards to this case. Questions for Charles Corcoran followed. Mr. David Dunn presented his case. No further discussion. Jeff Coffee made a motion to grant the variance, Robert Blunk seconded. Roll call taken, variance granted. Discussion on the existing variance form and appeal application and any possible changes were discussed. Charles Corcoran gave a Building Department update. Hal Stamm made a motion and Jeff Coffee seconded to have Charles Corcoran and the Secretary work on the existing variance and appeal forms and make the changes. Chris Meduri and the Board Members will be emailed these changes for approval. The Board was in agreement. The makeup of the current board was discussed. Charles Corcoran will do the research on board requirements with the state. Ted Manfrass moved that the meeting be adjourned.

NOTES FROM THE BOARD OF BUILDING APPEALS ARE ELECTRONICALLY STORED IN THE BUILDING DEPARTMENT RECORDS. AUDIO TAPES ARE AVAILABLE UPON REQUEST AND AT A COST. A SUMMARY OF THE WRITTEN NOTES ARE AVAILABLE ON THE PORTAGE COUNTY BUILDING DEPARTMENT WEBSITE.

